



TENANT OCCUPANCY PERMIT APPLICATION

City of Sedona

104 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 or Fax (928) 204-7124

Permit # _____
Deposit \$ _____
Date Rec'd _____ By _____
Use Code _____
Census Code _____

ALL INFORMATION **MUST** BE COMPLETED IN ORDER FOR THE APPLICATION TO BE ACCEPTED

**PLEASE BE ADVISED OF THE FOLLOWING REQUIREMENTS
LISTED BELOW:**

LOCATION INFORMATION

Intended Use (i.e., Retail, Food Service, Office Professional etc.) _____

Assessor Parcel No. _____

Business Address _____

Suite No. _____ Building Name (if applicable) _____

Lot No. _____ Subdivision (if applicable) _____

Business Name _____

1. You are required to contact the Sedona Fire Marshal's Office at (928) 282-6800 to schedule a Fire Code Compliance inspection. Approval from the Sedona Fire District is required in order to obtain a Certificate of Occupancy from the City of Sedona.
2. You are required to contact the Arizona Department of Revenue to report the City of Sedona as your place of business for sales tax purposes.
3. You are required to complete and return a City of Sedona Business Registration Application to the City Clerk's office.
4. Building signage requires a City of Sedona *Sign Permit*.
5. Grand Opening Banners or Promotional Banners require a separate *Temporary Sign Permit*.
6. Final building inspection & approval is required prior to receiving a Certificate of Occupancy
7. **You are required to complete the attached Tenant Improvement/Tenant Occupancy Preliminary Questionnaire in its entirety.**

TENANT INFORMATION

Tenant Name (Person(s)) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone No _____ Fax No _____ Cell No _____

BUILDING OWNER OR PROPERTY MANAGER INFORMATION

Building Owner/ Property Manager Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone No _____ Fax No _____ Cell No _____

PRINT NAME _____

APPLICANT SIGNATURE _____
Business Owner/Agent/Property Manager (**Please Circle One**)

DATE _____